

Manchester Community College
Educational Assistant, Affirmative Action Officer
Part Time, 17 hours/week

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Manchester Community College, Manchester, CT
Hours: 17 hours per week
Salary: \$27.50 per hour
Closing Date: August 8, 2014

General Knowledge: A bachelor's degree is required in an appropriately-related field together with one to four years of related experience; or a combination of education, training and experience that would lead to the competencies required for successful performance of the position's essential duties.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position.

Duties: The Affirmative Action Officer is accountable for providing services required for AA compliance.

This accountability includes such essential tasks as:

Develops and prepares MCC's Affirmative Action Plan annually for the Commission on Human Rights and Opportunities and ensures its compliance with the provisions of state and federal AA/EEO regulations and guidelines

Creates and maintains an updated database of hiring, promotion, and separation of personnel data including race/sex data. Prepares or oversees required affirmative action statistical forms and reports including CTC hiring action reports and federal EEO-6 reports

Maintains the Affirmative Action page on the MCC website. The page will provide information on affirmative action contacts, policies and procedures, and current events related to affirmative action.

Meets with standing contract committees to communicate goals of the current affirmative action plan.

Provides development and training to management, faculty and staff on all issues of Affirmative Action to develop an awareness and understanding of equal opportunity policies. Serves on the MCC committees as assigned to promote equal employment opportunities on campus.

Handles complaints and investigations related to alleged violation of Affirmative Action and/or sex, age or race discrimination.

Initiates and implements methods to inform and involve faculty and administrators relative to regulations, restrictions and the College's legal responsibilities in Affirmative Action. The Affirmative Action Officer is responsible for administration of training programs required by the State of Connecticut and the collective bargaining contracts.

Develops and provides orientation to new employees regarding the range of benefits available, including State and contractual benefits. Develops and/or coordinates training programs such as diversity training, sexual harassment training, supervisory training;

Establishes and manages search advisory committee operations, providing guidance regarding appropriate search and selection techniques and compliance with contracts, policy and the Affirmative Action plan.

Meets with each search advisory committee to communicate goals of the current Affirmative Action plan; monitors committee activities according to MCC hiring policy and procedures.

Application Instructions: Send letter of interest, resume, and the names of three professional references to the address below:

Holly A. Foetsch, Interim HR Director
Manchester Community College
Great Path MS #2
PO Box 1046
Manchester, CT 06045-1046

GenInfoHumanResources@mcc.commnet.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.